

~~S-E-C-R-E-T~~  
**CONFIDENTIAL**

MEMORANDUM FOR: Director of Training

18 January 1957

FROM: Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report

**I. COMPLETED PROJECTS**

**1. Exchange of Training Activities Between**

A memorandum was forwarded to General Cabell for inclusion in his yearly briefing of senior Air Force commanders. The OTR portion was in training activities between CIA and the USAF during 1956.

**2. Language Development Program**

A full report is being turned in separately.

**II. NEW PROJECTS**

None

**III. PROJECTS IN PROCESS**

**1. Revision of**

Is in review prior to transmittal to the Career Council.

**2. Five Per Cent Training Policy**

Approved in this period were one job training course in the Office of Security and two job training courses conducted in A&E/TR. Under review are six job training courses conducted by the Management Staff, six job training courses in FDD/OO and six job training courses conducted by the Office of the Comptroller.

**3. Training Requirements**

Revision of the forms for estimating training requirements has been completed and the drafts forwarded to the Reproduction Section for printing by the Agency plant. Distribution to TLO's is scheduled for 15 February with an earlier date expected. Memo to the Director of Personnel Requests

~~S-E-C-R-E-T~~

**SUBJECT: Weekly Activity Report # 3**

estimates on professional and clerical EOD's and field returnees.

**4. OTR Regulation - Publications**

First draft prepared.

**5. Topics for DCI's Staff Meeting**

The staff coordinated a list of topics forwarded to the DD/S which might be used as subjects for OTR presentation before the DCI's staff meeting.

**IV. MEETINGS ATTENDED**

--

25X1

**V. PUBLICATIONS**

**1. OTR Glossary of Intelligence Terminology**

Final draft, for photo-offset reproduction by PSD/LO, now in preparation by this Staff.

**2. OTR Catalog - Issue 7**

Headquarters Catalogs   
(General edition); proofs have been final-checked and returned to PSD/LO for final correction and production. Intra-Agency distribution estimate: First week of February.

25X1

**3. OTR Bulletin - Issue 23**

It is planned that Issue 23, February, will be distributed to approximately  CIA executive and line supervisors in the General edition only.

25X1

~~S-E-C-R-E-T~~


~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~

**SUBJECT: Weekly Activity Report # 3**

**4. Agency Training Officer Meetings Open to OTR Personnel**

DD/I	29 January	Tuesday	1030 hours
DD/S	29 January	Tuesday	1030 hours
DD/P	30 January	Wednesday	1400 hours

 coordinates DD/I, DD/S agendas.  
coordinates DD/P agenda.

25X1

**5. OTR Poster - Issue 22**

The January poster this week was distributed for posting on all Agency Employee Services Bulletin Boards.

 25X1

~~S-E-C-R-E-T~~